

THEM

DAYS

NOW HIRING

Them Days Incorporated, a not-for-profit registered charity, is inviting applications for the position of Office/Archive Assistant. We are looking for a flexible and hard-working individual who is eager to help Them Days thrive by applying their skills to our archives, magazine, and office, wherever help may be needed.

Duties will include:

- Bookkeeping, including payroll, taxes, and banking reconciliation
- Retail and wholesale sales
- Inventory control and management
- Subscription records and management
- Coordination of meetings
- Proposal creation and financial reporting
- Fundraising
- Assisting with research requests
- Cataloguing archival acquisitions
- Digitizing archival media
- Data entry
- Filing
- General office duties

You have:

- Working knowledge of Sage software or bookkeeping skills
- Interest in protecting and promoting Labrador's history and heritage
- Organizational skills, accuracy, and attention to detail
- Friendliness with customers
- Ability to work with minimal supervision, and/or in a team
- Cultural humility and knowledge of Labrador's Indigenous cultures
- Experience working in an archive or library, or in filing documents
- Willingness to learn any of the skills/qualifications you don't yet have

Salary: \$25/hr. The position is a full-time job (35 hours/week), but accommodations can be made for a shorter workweek if desired by candidate. Permanent employees are entitled to 3 weeks of annual leave, 1.25 sick days per month (15/year), 3 family responsibility leave days, 3 days hunting/fishing/gathering/ceremonial leave, and 1 day volunteer leave.

Closing date: Sunday, August 23, 2026

Please send your resume and cover letter to:

jobs@themdays.com

We thank all those who apply; however, only those selected for an interview will be contacted.